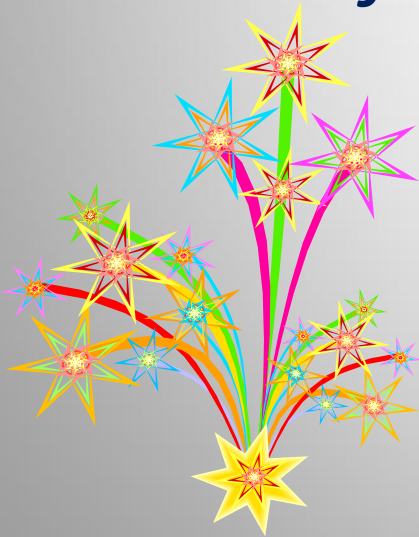


# Bureau of Fire Services

## *Fireworks Sales Report*

### *and*

## *Safety Fee Payment Process*



Rev 3/19

# Bureau of Fire Services



- This tutorial focuses specifically on the required sales reporting and payment of fire safety fees. If you have questions regarding other Fireworks issues, please refer to the other presentations on our webpage ([www.michigan.gov/bfs](http://www.michigan.gov/bfs)), email us at [fireworks@michigan.gov](mailto:fireworks@michigan.gov), or call 517-373-7441.
- Due to the high volume of phone calls, emailing is recommended to get a quick response.



# Bureau of Fire Services



PA 256 Section 28.458

(4) A person that fails to remit the collected fireworks safety fees, as described in subsection (1), is responsible for a civil fine as follows:

- (a) For a first violation, not more than \$5,000.00. If the person is a retailer of low-impact fireworks and, within 30 days of receiving a notice of violation, the person remits to the department the collected fees that are the subject of the violation, the department shall waive the civil fine described in this subdivision.
- (b) For a second violation, not more than \$20,000.00.
- (c) For a third or subsequent violation, not more than \$40,000.00.



# Bureau of Fire Services



PA 256 Section 28.460 in part states:

(3) A retailer or person shall remit the fireworks safety fees no later than 20 days after the end of each preceding month.



# Bureau of Fire Services



- To start the process you will log into your Fireworks Account. In the **Fire Services** section click on the “Create/Amend an Application/Record” link.

Home BCC Licenses BCC Permits Plan Review **Fire Services**

Create/Amend an Application/Record Search Applications

## Records

Showing 1-100 of 124 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Facility/Cert./Record Number	Record Type	Facility/Location Name	Address	Related Records	Status
--------------------------	------	------------------------------	-------------	------------------------	---------	-----------------	--------

# Bureau of Fire Services



After reading the information in “LARA Systems Use Notification” area you will place a check mark in the box to accept the terms.

## Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

### LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform

☐ I have read and accepted the above terms.

**Continue Application »**



CUSTOMER DRIVEN. BUSINESS MINDED.

# Bureau of Fire Services



- Select “Fire Safety Fees”
- Click “Retailer Fireworks Sales Report and Safety Fees”
- Click “Continue Application” to advance to the next screen.

## ▼ Fireworks Cancellation

- ☐ Consumer and Low Impact Cancellation

## ▼ Fireworks Consumer

- ☐ Consumer Certificate - Refund Request Form
- ☐ Consumer Certificate - Transfer of Facility Type
- ☐ Consumer Certificate - Transfer of Ownership
- ☐ Consumer Fireworks Certificate - Permanent Structure
- ☐ Consumer Fireworks Certificate - Temporary Structure

## ▼ Fireworks Low Impact

- ☐ Low Impact Request - Permanent Structure
- ☐ Low Impact Request - Temporary Structure

## ▼ Fire Safety Fees

- ☐ Retailer Fireworks Sales Report & Safety Fees

## ▼ Fireworks Appeals

- ☐ Fireworks Appeal Request





# Bureau of Fire Services



Home BCC Licenses BCC Permits Plan Review **Fire Services**

Create/Amend an Application/Record Search Applications

## Retailer Fireworks Sales Report & Safety Fees

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
----------	----------	----------	------------	-------------------

### Step 1: Step 1 > Page 1

As a Fireworks Retailer operating in Michigan you are responsible for collecting and submitting Fireworks Safety Fees. As a Fireworks Retailer you must remit Fire Safety Fees on all sales of Consumer and Low Impact Fireworks no more than 20 days after the end of each month starting with the month the Certificate is issued or the registration is submitted. This requirement continues until the Certificate and or the Low Impact Registration expires or is cancelled.

## Certificate Holder

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New Contact

Look Up

## Month & Year

### REPORT INFORMATION

\* Month Reporting For:

--Select--

\* Year of Month Reporting For:

--Select--



## Certificate Holder Contact Information

“Select from Account” will allow you to pick a Contact from a list in your “Account Management”. If you have only one Cert Holder Contact in your “Account Management” then it will auto populate this information.

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# Bureau of Fire Services



Your “Account Management” link is in the upper right corner.

**LARA**  
Department of Licensing and Regulatory Affairs

Announcements   Logged in as: Tank Owner Business Name   Collections (1) ▼   Cart (19)   Reports (1) ▼   **Account Management**   Logout

The license information listed on the LARA website <https://aca3.accela.com/lara> may be recognized as a license and all the authority granted with that specific license. Enforcing agencies should rely on this information to issue permits.

Search...

Home   BCC Licenses   BCC Permits   Plan Review   **Fire Services**

The Certificate Holder Contact information is required to continue the application.



CUSTOMER DRIVEN. BUSINESS MINDED.

# Bureau of Fire Services



## Month & Year

### REPORT INFORMATION

\* Month Reporting For:

--Select--



\* Year of Month Reporting For:

--Select--



[Continue Application »](#)

[Save and resume later](#)

The Month and Year you enter refers to the sales time period you are reporting. Enter accordingly, then Click “Continue Application”.



CUSTOMER DRIVEN. BUSINESS MINDED.

# Bureau of Fire Services



- ❖ Your reporting requirement ends when the Certificate or Registration expires or is cancelled.
- ❖ Consumer Certificates expire on April 30 the year after it is issued.
- ❖ Low Impact Registrations expire on December 31 of the same calendar year they are applied for.

**Month & Year**

**REPORT INFORMATION**

\* Month Reporting For: 

\* Year of Month Reporting For: 

[Continue Application »](#) [Save and resume later](#)




# Bureau of Fire Services



## Sales Reporting Information

You will begin with “Add a Row”. If you are reporting sales from multiple locations you will need a row for each location.

**Add a Row** 

Add 2 Rows

Add 3 Rows

Add 4 Rows

Add 5 Rows

Add 6 Rows

Add 7 Rows

### Retailer Fireworks Sales Report & Safety Fees

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Page 2

\* indicates a required field.

### Sales Entry Table

#### SALES REPORT INFORMATION

Showing 0-0 of 0

Date Reported	Sales Month Reporting	Certificate Year	Certificate # or Registration #	Is this a permanent structure?	Certificate/Registration Type	Street Address, City & Zip of the Retail Location	Gross Sales Amount Reported	Gross Safety Fee	Discon
---------------	-----------------------	------------------	---------------------------------	--------------------------------	-------------------------------	---	-----------------------------	------------------	--------

No records found.

Add a Row 

Edit Selected

Delete Selected

Continue Application »

Save and resume later




CUSTOMER DRIVEN. BUSINESS MINDED.

# Bureau of Fire Services



If you need just one row you will click on the blue “Add a Row” and not the drop down arrow.  
NOTE: You are only able to submit one time period per report

**Add a Row** 

Add 2 Rows

Add 3 Rows

Add 4 Rows

Add 5 Rows

Add 6 Rows

Add 7 Rows

## Retailer Fireworks Sales Report & Safety Fees

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Page 2

\* indicates a required field.

### Sales Entry Table

#### SALES REPORT INFORMATION

Showing 0-0 of 0

Date Reported	Sales Month Reporting	Certificate Year	Certificate # or Registration #	Is this a permanent structure?	Certificate/Registration Type	Street Address, City & Zip of the Retail Location	Gross Sales Amount Reported	Gross Safety Fee	Discon
---------------	-----------------------	------------------	---------------------------------	--------------------------------	-------------------------------	---	-----------------------------	------------------	--------

No records found.

Add a Row 

Edit Selected

Delete Selected

Continue Application »

Save and resume later



CUSTOMER DRIVEN. BUSINESS MINDED.

# Bureau of Fire Services



## Sales Report Information

There are only 3 fields that you may enter data.

If you have both Consumer and Low Impact at the same location and you choose to submit a combined sales report amount you **MUST** enter both numbers.

If you are submitting Low Impact sales only you will enter the Registration number in the first field.

**SALES REPORT INFORMATION**

<p>* Certificate # or Registration #: ?</p> <p>2019-ct00001</p>	<p>[Redacted]</p>	<p>Sales Month Reporting:</p> <p>--Select--</p>
<p>Certificate Year:</p> <p>--Select--</p>	<p>Is this a permanent structure?: ?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>Certificate/Registration Type:</p> <p>--Select--</p>
<p>Address:</p> <p></p>	<p>City:</p> <p></p>	<p>State:</p> <p></p>
<p>Zip Code:</p> <p></p>	<p>County:</p> <p></p>	<p>Township:</p> <p></p>
<p>* Gross Sales Amount Reported:</p> <p></p>	<p>Gross Safety Fee:</p> <p></p>	<p>Discount:</p> <p></p>
<p>Fire Safety Fee Due: ?</p> <p></p>	<p>* MI Sales Tax License #:</p> <p></p>	
<p><b>Submit</b> <a href="#">Cancel</a></p>		

# Bureau of Fire Services



The sales amount being reported is entered in the “Gross Sales Amount Reported” field.

The program will then populate the remaining fields as well as calculate the fees due.

**SALES REPORT INFORMATION**

\* Certificate # or Registration #: ?  
2019-ct00001

Certificate Year: --Select-- ▼

Address:

Zip Code:

Is this a permanent structure?: ?  
☐ Yes ☐ No

City:

County:

Sales Month Reporting: --Select-- ▼

Certificate/Registration Type: --Select-- ▼

State:

Township:

\* Gross Sales Amount Reported:

Gross Safety Fee:

Discount:

Fire Safety Fee Due: ?

\* MI Sales Tax License #:

**Submit** [Cancel](#)



# Bureau of Fire Services



## SALES REPORT INFORMATION

\* Certificate # or Registration #: ?

Date Reported:

Sales Month Reporting:

Certificate Year:

Is this a permanent structure?: ?

☐ Yes ☐ No

Certificate/Registration Type:

Address:

City:

State:

Zip Code:

County:

Township:

\* Gross Sales Amount Reported:

Gross Safety Fee:

Discount:

Fire Safety Fee Due: ?

MI Sales Tax License #:

\* Certificate # or Registration #: ?

Date Reported:

Sales Month Reporting:

Certificate Year:

Is this a permanent structure?: ?

☐ Yes ☐ No

Certificate/Registration Type:

Address:

City:

State:

Zip Code:

County:



CUSTOMER DRIVEN. BUSINESS MINDED.

- You can see here that multiple lines are being submitted.
- A section will appear for each number of rows that you picked.
- The first line in each section will start with the Certificate # or Registration #.

# Bureau of Fire Services



- The date reported will auto populate after the credit card payment system verifies payment.
- Permanent structure discount will populate when the Certificate number is entered.
- All calculations will be based on the sales amount you enter.

## SALES REPORT INFORMATION

\* Certificate # or Registration #: ?

2019-ct00001

Certificate Year:

--Select--

Address:

Zip Code:

\* Gross Sales Amount Reported:

Fire Safety Fee Due: ?

Is this a permanent structure?: ?

☐ Yes ☐ No

City:

County:

Gross Safety Fee:

\* MI Sales Tax License #:

Sales Month Reporting:

--Select--

Certificate/Registration Type:

--Select--

State:

Township:

Discount:

# Bureau of Fire Services



When completed you will see this screen. You can use the scroll bar to see the fields to the far right.

Step 1: Step 1 > Page 2

\* indicates a required field.

## Sales Entry Table

### SALES REPORT INFORMATION

Showing 1-1 of 1

<input type="checkbox"/>	Certificate # or Registration #	Low Impact # ONLY	Date Reported	Sales Month Reporting	Certificate Year	Is this a permanent structure?	Certificate/Registration Type	Address	City	Sta
<input type="checkbox"/>	2018-CT00018			March	2018	No	Consumer Temporary	800 WATER ST	Eaton Rapids	MI

Add a Row ▼

Edit Selected

Delete Selected

Scroll Bar

Continue Application »

Continue to pay

Pay Later

Save and resume later



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# Bureau of Fire Services



After clicking on “Continue Application” from the previous screen you will now have a chance to review and edit information previously entered.

## Step 3 : Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

Retailer Fireworks Sales Report & Safety Fees

### Certificate Holder

[Edit](#)

Individual  
Tank Owner  
G8321  
Flint, MI, 48827

Phone: 517-373-7441  
E-mail: fireworks@michigan.gov

### Month & Year

#### REPORT INFORMATION

Month Reporting For:

March

Year of Month Reporting For:

2018

[Edit](#)

### Sales Entry Table

SALES REPORT INFORMATION

[Edit](#)



CUSTOMER DRIVEN. BUSINESS MINDED.

# Bureau of Fire Services



The bottom of the same screen you will agree to the certification and “Continue Application”.

## Custom Fields

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ By checking this box, I agree to the above certification.

Date: 10/08/2018

[Continue Application »](#)

[Save and resume later](#)



CUSTOMER DRIVEN. BUSINESS MINDED.

# Bureau of Fire Services



2019 Consumer and Low Impact Fireworks Sales Dates	2019 Sales Reports and Safety Fee Payment Due Dates:
January 1 - January 31, 2019	Wednesday, February 20, 2019
February 1 - February 28, 2019	Wednesday, March 20, 2019
March 1 - March 31, 2019	Monday, April 22, 2019
April 1 - April 30, 2019	Monday, May 20, 2019
May 1 - May 31, 2019	Thursday, June 20, 2019
June 1 - June 30, 2019	Monday, July 22, 2019
July 1 - July 31, 2019	Tuesday, August 20, 2019
August 1 - August 31, 2019	Friday, September 20, 2019
September 1 - September 30, 2019	Monday, October 21, 2019
October 1 - October 31, 2019	Wednesday, November 20, 2019
November 1 - November 30, 2019	Friday, December 20, 2019
December 1 - December 31, 2019	Monday, January 20, 2020
January 1 - January 31, 2020	Thursday, February 20, 2020
February 1 - February 28, 2020	Friday, March 20, 2020
March 1 - March 31, 2020	Monday, April 20, 2020
April 1 - April 30, 2020	Wednesday, May 20, 2020

These are the due dates for each safety fee payment and sales report.

**While you have an active Certificate or Registration you are responsible for reporting all sales, even zero sales, no later than the 20<sup>th</sup> day after the end of each month.**



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# Bureau of Fire Services



- Your only payment options are Credit Card or e-check



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# Bureau of Fire Services



- Here you can view the amount to pay for Fire Safety Fees and continue to “Check Out”:

**Retailer Fireworks Sales Report & Safety Fees**

1 Step 1    2 Step 2    3 Review    **4 Pay Fees**    5 Record Issuance

**Step 4: Pay Fees**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Safety Fee	30	\$30.00

**TOTAL FEES:: \$30.00**  
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)    [Continue Shopping »](#)



# Bureau of Fire Services



## Cart

1 Select Item	2 Payment Information	3 Receipt/Record Issuance
---------------	-----------------------	---------------------------

### Step 1: Select item

Click on the arrow in front of the item to view additional information. Items can be saved for a future checkout by clicking on the Edit cart and Choosing Pay Later link.

## PAY NOW

You are required to pay all fees that have been assessed during the application process prior to staff reviewing your application. If you are unable to pay now see the Pay Later section below.

802 BROOK ST, Eaton Rapids MI 48827

2 Application(s) | \$50.00

- |  |                    |
|--|--------------------|
| ▶ Consumer Certificate - Transfer of Facility Type<br>18TMP-034848 | Total due: \$25.00 |
| ▶ Consumer Certificate - Transfer of Facility Type<br>18TMP-034877 | Total due: \$25.00 |

In this "Pay Now" section you can see the submissions you have done for this entry.

## No Address

3 Application(s) | \$61.54

- |  |
|--|
| ▶ Retailer Fireworks Sales<br>18TMP-016417     |
| ▶ Retailer Fireworks Sales<br>18TMP-020196     |
| ▶ Retailer Fireworks Sales Rep<br>18TMP-070306 |

Click here to continue to the Credit Card Payment

If you want to place any items in the "Pay Later" section click here.

Total amount to be paid: \$111.54

Note: Application fees are non-refundable.

Checkout »

Edit Cart »

Continue Shopping »

If you want to continue to add items click here.

## PAY LATER



CUSTOMER DRIVEN. BUSINESS MINDED.

- Here you can view the amount to pay for Fire Safety Fees and continue to "Check Out":

# Bureau of Fire Services



## MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.

\* Indicates required field

**Choose method of payment**

☐ **Pay by electronic check**

\* **Account Type:**

Personal ▼

☐ **Pay by credit card**

VISA

MasterCard

DISCOVER

Back

Next

Exit

### Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

- You begin with choosing the “Pay by credit card” or “Pay by electronic check” option and click “Next”



# Bureau of Fire Services



## MI Permit License Plan Review

button in the box below.

\* Indicates required field

### Billing Address

☐ Use Business Name

\*First Name:

M.I.:

\*Last Name:

\*Street Line 1:

Street Line 2:

\*City:

\*State:

\*Zip:

\*Country:

\*Phone:

\*E-Mail:

### Payment Details

\*Payment Amount: 111.54 USD

### Payment Method

\*Name on Card:

\*Card Number:

\*Expiration Date: \* Month

\* Year

\*Card Verification Value(CVV2):  [What's This?](#)

[Back](#) [Next](#) [Exit](#)

- Complete the requested information and click “Next”



CUSTOMER DRIVEN. BUSINESS MINDED.

# Bureau of Fire Services



- Confirm information and click “Pay Now”

Address	
Billing Address: Isld Iskdl Idkdodo	
Payment Method	
Credit Card	
Payment Amount	
Amount: 111.54 USD	
Total: 111.54 USD	
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>	

# Bureau of Fire Services



- If you have any questions, please email [fireworks@michigan.gov](mailto:fireworks@michigan.gov) or call 517-373-7441. Please be aware that during fireworks season, we receive many calls and therefore emailing is the most efficient means of communication. Our goal is to return phone calls within 24 hours.